

# Complaint notice against unit-holder or tenant

**FORM 23**

2004

Before giving this notice the complainant must consider whether the problem might be resolved by direct negotiation or by the use of arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings. You should refer to the commonhold community statement for further details and, if necessary, get independent advice.

To be completed by the complainant and sent to the alleged defaulter

Name of commonhold

Name of alleged defaulter

Address of alleged defaulter

Name of complainant

Address of complainant

I am the  unit-holder of unit number   
(tick and complete as appropriate)  tenant

Details of complaint (use additional sheet if necessary)

Action requested (use additional sheet if necessary)

I have (tick as appropriate)  considered trying to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings, but I do not consider these methods to be appropriate  
 tried to resolve this problem by direct negotiation or by using arbitration, mediation, conciliation, or any other form of dispute resolution procedure involving a third party, other than legal proceedings, but without success

Signed  Date

Name (please print)